



**City of San Antonio - Planning Department
Development & Business Services Center
1901 South Alamo at S. Flores**

VOLUNTARY ANNEXATION GUIDELINES

Petitions for Annexation must be submitted to the City Clerk and must include the information necessary to properly review the petition. At a minimum, the following information should be submitted to the City Clerk, City of San Antonio, at 100 S. Flores, PO Box 839966, San Antonio, Texas 78283. It is suggested that a copy be furnished to the Planning Director at: 1901 S. Alamo, PO Box 839966, San Antonio, Texas 78283.

Submit a check to the Planning Department, payable to the City of San Antonio in the amount of \$3,000 (fee set by Ordinance 101399)

Submit a letter of transmittal identifying the petitions submitted and the following supporting information:

- a). A petition signed by the owners of the property for which annexation is requested. A notarized power of attorney is required if any person signs on behalf of another person. Appropriate corporate or partnership authorizations are required if a corporation or partnership is a petitioner. The petition must be acknowledged in the manner required for deeds by each person having an interest in the area and it must identify the property owned by each person signing as a petitioner.
- b). A statement citing the specific provision(s) of Chapter 43 of the Local Government Code through which annexation is requested.
- c). An affirmative, unconditional statement affirming that the area meets all of the cited statutory pre-requisites.
- d). A statement by applicant agreeing to waive the time limit under Section 43.028 (d) of the Texas Local Government Code if annexation is sought based upon that section of the code.
- e). A statement setting forth:
 1. The reason(s) for requesting voluntary annexation and the current and planned use of the property.
 2. A description of the proposed development (if any) and a completion schedule. (i.e., build-out schedule, value of property when developed, commercial or residential development, type of commercial development, number of homes, value of homes, lot size, density, open space, parks, etc.); and,

3. all current or proposed utility purveyors.
- f). Two copies of a current signed and sealed Boundary Description in the form of metes and bounds of the total voluntary annexation area prepared by a licensed engineer or surveyor.
- g). Two copies of a current signed and sealed Exhibit Map of voluntary annexation area– must be clear and easy to read markings and reduced to fit 8 ½ x 11 paper.
- h). Current Bexar Appraisal District property value information or a certified appraisal of all property in the voluntary annexation area to include: account number / legal description, mailing address, acreage, and appraisal value.

Notice to petitioner:

Voluntary Annexations are subject to all the applicable provisions of law, including the City Charter of The City of San Antonio and Chapter 43 of the Texas Local Government Code. All annexations are solely within the legislative discretion of the City Council. A petition for voluntary annexation does not constitute a contractual obligation to annex the property in question. The submission of a petition does not obligate the City of San Antonio to annex all or any portion of the area included in the petition.